

CITY OF BURBANK

FIRE MARSHAL

DEFINITION

Under direction of the Fire Chief, to administer a comprehensive fire prevention and loss management program; to direct activities of the Fire Prevention Bureau; and to do related work as required.

ESSENTIAL FUNCTIONS

Interprets policies and regulations and recommends needed changes and revisions to codes and ordinances; recommends adoption of and enforces local regulations, laws, and ordinances which control the safe transportation, processing, use, and storage of flammable or hazardous materials; supervises a program of public fire prevention and safety education programs; directs development of fire prevention and investigation curriculum; provides technical staff assistance; directs and coordinates inspections of all subject real estate and structures; enforces federal, state and local laws, codes, ordinances, and regulations pertaining to the prevention and control of fire in conjunction with the Community Development Department-Building Division; reviews and enforces corrections on building plans to ensure compliance with sound fire prevention practices and life safety requirements; directs and ensures proper management of fire permit system, proper invoicing for all fire services, and collection of fees; manages the inspection and investigation activities of all fires to determine the cause and point of origin; works in environments where smoke or other toxic contaminants may be present; ensures proper collection and preservation of evidence; manages a comprehensive vegetation management program; directs the preparation of reports on suspected arson; assists in case preparation and testifies in court as an expert witness; responds to emergency incidents and functions in an appropriate position within the Incident Command System as necessary; participates in fire safety training, and public education; responds to inquiries from the public and media; supervises, trains, and evaluates employees; recommends hiring, promotions, transfers and disciplinary actions; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern principles and practices of fire prevention, fire suppression, lifesaving and rescue, and public education; City and Department policies, rules and regulations; City geography, fire hazards, and fire fighting resources; first aid; modern training methods including those most pertinent to a fire department; Incident Command System and its application; principles of supervision, management, and budgeting.
- Ability to - direct the work of others; learn a variety of laws, regulations, and technical information; prepare reports and keep records, including expenditures and revenue; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: 60 units from an accredited college, 30 of which must be in Fire Science and 4 years of supervisory or management level experience in fire prevention. **NOTE:** a related AA/AS degree may substitute for one year of the required experience; a related BA/BS degree may substitute for two years of the required experience. Applicants must currently be employed in a municipal or county fire department.

Special Conditions & Requirements: Employees in this classification, who are required by applicable laws and regulations to have respiratory protection, shall comply with the American National Standards Institute's requirements on Practices for Respiratory Protection.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment and an EMT-1 Certificate within one year of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Completion of the State Fire Marshal's "Fire Prevention Officer III" or the "Fire Marshal Certificate".